

OSS ARCHIVES

WASHINGTON - PERS. PERS. 2

REPORT, OSS

COPY

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16,949  
Personnel Milit.

27 August 1945

MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF

Attention: Chief, Personnel and Administrative Branch  
Room 4A932, The Pentagon

VIA : The Joint U. S. Chiefs of Staff

SUBJECT : Estimate of Personnel Requirements, Fourth Quarter  
Calendar Year 1945

REFERENCE: a. 16 August 1945 Letter, Deputy Chief of Staff  
to Agencies JCS Group, et al.

1. There is attached as Appendix A a table of Estimated Requirements for the Fourth Quarter 1945 for Office of Strategic Services.

2. Immediate steps will be taken to reduce personnel to estimated requirements by 1 October 1945. However, ability to do so will depend upon the capacity of Separation Centers to receive Army personnel turned back to them, upon the speed with which applications for inactive duty of officers can be processed by the War Department and, in some cases, upon the ability of theaters to furnish return transportation.

3. The personnel retained will be used to meet existing intelligence obligations in the Far East, in the occupation of Germany and Austria, and in the maintenance of missions in the Middle East and on the Asiatic and European continents. They will also be needed to effect an orderly liquidation of the activities of the

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agency so that, by 1 January 1946 (or at the latest 1 February 1946), the personnel and intelligence activities of the Office of Strategic Services will be reduced to the point where they may either be immediately liquidated or turned over to such agency as may be constituted to carry them on.

William J. Donovan  
Director

Appendix A - Estimated Requirements for the Fourth Quarter 1945  
for Office of Strategic Services

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ESTIMATED REQUIREMENTS FOR THE FOURTH QUARTER 1945  
WAR DEPARTMENT GROUPS

OFFICE OF STRATEGIC SERVICES

25 August 1945

Name of Agency

Date

<u>Category</u>	<u>Present Authorization</u>	<u>Present Strength</u>	<u>Estimate for 4th Quarter 1945</u>
All Types-Total	11,239	11,125	5,620
Military Personnel-Total	8,048	7,934	4,024
Officer - Total	2,104	2,261	1,052
General & Colonel	55	31	28
Lieutenant Colonel	155	107	78
Major	334	273	167
Captain	646	669	323
First Lieutenant	608	688	304
Second Lieutenant	306	493	152
Warrant Officer - Total	40	42	20
Chief	15	6	8
Junior Grade	25	36	12
Enlisted - Total	5,904	5,631	2,952
Grade 1	266	217	133
Grade 2	341	342	171
Grade 3	578	617	289
Grade 4	812	1,120	406
Grade 5	1,820	1,756	910
Grade 6	770	1,183	385
Grade 7	1,317	396	658
Civilian Personnel - Total	3,191	3,191	1,596

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16,949  
Personnel Milit.

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MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF such agency as may be con-

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OFFICE OF STRATEGIC SERVICES

28 AUGUST 1945

Name of Agency

Date

Category

Present  
Authorization

Present

Estimate for  
Fourth Quarter 1945

William J. Donovan  
Director

All Types-Total	11,239	11,100	8,820
Military Personnel-Total	8,048	7,934	4,819
Officer - Total	2,104	2,241	1,352
General & Colonel	55	51	33
Lieutenant Colonel	155	197	75
Major	334	273	157
Captain	645	659	323
First Lieutenant	508	526	304
Second Lieutenant	308	493	190
Warrant Officer - Total	40	42	20
Chief	15	5	5
Junior Grade	25	37	15
Enlisted - Total	5,904	5,065	3,367
Grade 1	205	217	123
Grade 2	321	349	171
Grade 3	479	517	259
Grade 4	512	540	266
Grade 5	1,200	1,200	610
Grade 6	700	1,145	305
Grade 7	1,417	304	550
Civilian Personnel - Total	3,191	3,166	1,394

Appendix A - Estimated Requirements for the Fourth Quarter 1945  
for Office of Strategic Services

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ESTIMATED REQUIREMENTS FOR THE FOURTH QUARTER 1945  
WAR DEPARTMENT GROUPS

27 August 1945

OFFICE OF STRATEGIC SERVICES

25 August 1945

Name of Agency

Date

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Grade 5	1,820	1,756	910
Grade 6	770	1,183	385
Grade 7	1,317	396	658
Civilian Personnel - Total	3,191	3,191	1,596

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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

MEMORANDUM

27 August 1945

TO: List S

SUBJECT: Reduction, JCS Allotment

1. Effective 1 October 1945 the JCS allotment of military personnel will be 50% of the current allotment, based on an estimate to be submitted by OSS to the War Department through JCS on 31 August 1945.
2. It is directed that each branch chief submit immediately to the Chief, Personnel Branch, the names of all military personnel to be released on the basis of the estimates forwarded to PPB during the week of 20 August.
3. Since these estimates were in many cases based upon insufficient data concerning future operations and the total number of military personnel reported for release was much less than 50% of our current JCS allotment, it is further directed that each branch chief confer immediately with the Chief, Personnel Branch, relative to reductions over and above those names as presented under paragraph 2.

*William J. Donovan*  
William J. Donovan  
Director

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Encl Byrd Reports

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REPORTING OFFICE  
DIRECTOR

Nov 16 5 31 PM '45

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Classified Employees within the continental United States  
(Exclusive of employees reported in lines 9, 10 and 11.)

15 November 1945

Mr. George Brewer  
Assistant Administrative Assistant  
Office of the Secretary of War  
Room 4E921  
Pentagon Building  
Washington, D. C.

Dear Mr. Brewer:

In accordance with your telephone conversation with Mr. Saunders of the Budget Office, there are enclosed the monthly employment report (Budget Bureau Form No. A-29) and a monthly personnel report required by the Senate Committee on Reduction of Nonessential Federal Expenditures for the month of October, 1945.

Very truly yours,

FOR THE DIRECTOR:

Edward W. Gamble, Jr.  
Assistant Director for Personnel  
and Liquidating Officer

**Enclosures**

ERS:sr  
cc: Edward W. Gamble, Jr. ✓  
Director's Office  
Personnel  
Mr. Saunders  
Budget

Not applicable.

th of September were allotted to the Office of Strategic Services.



PERSONNEL REPORT SUBMITTED TO THE  
Committee on Reduction of Nonessential Federal Expenditures

WAR DEPARTMENT  
Strategic Services Unit  
October 1945

TABLE I

Classified Employees within and outside continental United States  
(Exclusive of employees reported in Lines 9, 10 and 11.)

CLASSIFICATIONS	UNDER CEILING					EXCLUDED FROM CEILING BY P. L. 105 (G)	WOC (H)
	TOTAL (A)	PERMANENT (B)	TEMPORARY (C)	WAR (D)	\$1 PER YEAR OR MONTH (E)		
Total number of employees	734	734	1				15
CLASSIFICATIONS	734	733	1				15
CAF SERVICE	1	1					12
PROFESSIONAL SERVICE	858					15	
SUBPROFESSIONAL SERVICE	121					15	
CPC SERVICE	7					-	
CM SERVICE	60					-	
NOT OTHERWISE CLASSIFIED	-					-	
TOTAL EMPLOYEES	1,051	5				30	

Non-classified employees within and outside continental United States.  
All employees not included in CAF, Professional, Sub-professional, CPC, CM, and "Not Otherwise Classified" categories.

Total WOC employees - not to be included above.  
Total \$1 P.A. employees - not to be included above.  
Total employees on Terminal Leave - not to be included above.

Total Totals:  
Employees (Within and outside continental United States)  
Payroll - previous period. Gross expenditures for personnel services.

Total employees outside continental United States.

ADDITIONAL REQUESTS: Not applicable.

For the month of September, were allotted to the Office of Strategic Services.



**EMPLOYMENT AS OF 31 October 1945**  
**ESTIMATE OF PERSONNEL REQUIREMENTS**  
(Excluding Personnel Stationed in Foreign Countries)

October ~~September~~ FISCAL YEAR 19 46

DEPARTMENT

(Department or agency)

**Strategic Services Unit**

(Bureau or branch)

(Ceiling unit)

GROUP

TOTAL

(A)

UNDER CEILING

TOTAL

(B)

PER-

MANENT

(C)

TEM-

PORARY

(D)

WAE

(E)

\$1 PER  
YEAR OR  
MONTH

(F)

EXCLUDED  
FROM  
CEILING BY  
P. L. 106

(G)

WOO

(H)

1. Total number of employees . . . . .	734	734	731	3				15
2. Full-time . . . . .	733	733	730	3				15
3. Departmental . . . . .	708	708	705	3				12
4. Field . . . . .	25	25	25					3
5. Part-time . . . . .	1	1	1					
6. Departmental . . . . .	1	1	1					
7. Field . . . . .								
8. Total man-months—Part-time service . . . . .	.8	.8	.8					
9. Departmental . . . . .	.6	.6	.6					
10. Field . . . . .	.2	.2	.2					
11. Personal services obligations . . . . .	169,642	169,642	166,677	3,025				
(obj. class. 01) (In thousands of dollars)								
12. Departmental . . . . .	158,268	158,268	155,243	3,025				
13. Field . . . . .	11,374	11,374	11,374					

NOTE.—For explanation of terms and headings, see other side.

Class

Current  
Ceiling

(I)

Agency's Present  
Request

(J)

Agency employment  
as of \_\_\_\_\_

(K)

Increase (+) or decrease (—)  
in Agency's Present Request  
Compared with

Column (I)

(L)

Column (K)

(M)

Total—Full-time:

Departmental . . . . .

Field . . . . .

Total—Man-months—Part-time service:

Departmental . . . . .

Field . . . . .

655147°

JUSTIFICATION

Form No. A-29, Revised  
and the Territories  
of time

Form No. A-29  
July 1945

Form approved.  
Budget Bureau No. 80-R001.3.

**EMPLOYMENT AS OF 31 OCTOBER 1945**  
**ESTIMATE OF PERSONNEL REQUIREMENTS**  
(Excluding Personnel Stationed in Foreign Countries)  
**Territories and Possessions**  
**October 1946** ~~Quarter~~ FISCAL YEAR 19 **46**

GROUP	TOTAL (A)	UNDER CEILING					EXCLUDED FROM CEILING BY P. L. 106 (G)	WOC (H)
		TOTAL (B)	PER- MANENT (C)	TEM- PORARY (D)	WAE (E)	\$1 PER YEAR OR MONTH (F)		
1. Total number of employees . . . . .	3	3	3					
2. Full-time . . . . .	3	3	3					
3. Departmental . . . . .	3	3	3					
4. Field . . . . .								
5. Part-time . . . . .								
6. Departmental . . . . .								
7. Field . . . . .								
8. Total man-months—Part-time service . . . . .								
9. Departmental . . . . .								
10. Field . . . . .	504	504	504					
11. Personal services obligations . . . . . (obj. class. 01) (In thousands of dollars)								
12. Departmental . . . . .	504	504	504					
13. Field . . . . .								

NOTE.—For explanation of terms and headings, see other side.

Class	Current Ceiling (I)	Agency's Present Request (J)	Agency employment as of _____ (K)	Increase (+) or decrease (—) in Agency's Present Request Compared with Column (I) (L)	Column (K) (M)
Total—Full-time:					
Departmental . . . . .					
Field . . . . .					
Total—Man-months—Part-time service:					
Departmental . . . . .					
Field . . . . .					

JUSTIFICATION

655147°

PROPERTY, OSS



TO  
FROM  
SUBJ

## Explanation of Terms and Headings, Budget Bureau Form No. A-29, Revised

The agency's estimate of requirements will exclude the following classes of employees:

- (a) Employees whose official station is outside the 48 States, the District of Columbia, and the Territories and possessions.
- (b) Employees on extended leave without pay. Extended leave without pay is defined as absence on such leave throughout the entire period covered by the estimate.
- (c) Casual workers—those hired informally "on the spot" without appointment, for short intervals of time to cope with fire, flood, and other emergencies.
- (d) Workers or trainees whose compensation is in the nature of an allowance, e. g., prisoners of war and inmates of prisons and penitentiaries.
- (e) Any personal services the expense of which is properly chargeable to "07 other contractual services" under the instructions in Budget-Treasury Regulation No. 1, Revised (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

### LINE ENTRIES

1. *Departmental and field services* represent employees occupying "departmental" and "field" positions as determined by the work performed, regardless of geographical location.

2. *Full-time employees* means those, regardless of class or nature of appointment, who work the hours and days required by the official workweek for the group or class of employees in which they are employed. (For example, the official workweek of clerical employees may be 5 days of 8 hours each; thus, employees required to perform clerical duties for 5 days of 8 hours each per week are full-time employees. Similarly, if the official workweek for a teacher is 5 days of 6 hours each, all teachers who are required to work the 5 days of 6 hours each per week are full-time employees.) Such employees may be compensated on a salary or wage basis at hourly, daily, weekly, monthly, or yearly rates.

3. *Part-time employees* are those, regardless of class or nature of appointment, who work hours or days less than the hours and days of work for full-time employees in the same group or class. Such employees may be compensated on a fee basis, or on a salary or wage basis, at hourly, daily, weekly, monthly, yearly, or per unit rates.

4. *Month*, for the purpose of computing man-months, means the calendar month. With respect to piece-rate and fee-basis employees' services, these may be translated into man-months on whatever formula the employing agency finds most practicable. The formula used should be explained in a memorandum accompanying the estimate. Man-months will represent the total needs for the estimate period. Ceiling allowances stated in terms of man-months are not cumulative from one period to another.

5. *Personal services obligations* represents the total obligations during the estimate period for services to be rendered under each of the types of positions. Under "Justification" explain the need for any funds shown under headings not provided for in the Budget, and whether permanent, temporary, or "WAE" funds are expected to be used.

6. *Employees temporarily detailed* will, in accordance with Civil Service Commission rules and regulations, be considered as serving in their regularly assigned position.

### COLUMN DESIGNATIONS

7. Column (A) is the sum of columns (B) and (C).

8. *Under ceiling*.—Exclude (1) the heads of agencies, (2) judges, (3) elected officials, if any, and (4) those employees of the War and Navy Departments and the War Shipping Administration exempted from ceiling determinations during the period of present hostilities.

(a) *Permanent*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "permanent," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be compensated on a salary or wage basis, at hourly, daily, weekly, monthly, or yearly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(b) *Temporary*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "temporary employment," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be paid on a salary or wage basis at hourly, daily, weekly, or monthly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(c) *WAE employees* are those serving on an irregular or occasional basis. Such employees may be compensated on a fee basis or on a salary or wage basis at hourly, daily, weekly, monthly, yearly, or per unit rates.

(d) *\$1-per-year or \$1-per-month employees* are those serving on the compensation basis indicated by the title hereof.

9. *Excluded from the ceiling by Public Law 106*.—Enter here the heads of the agency, judges, elected officials; also enter here those employees of the War and Navy Departments and War Shipping Administration exempted from ceiling determination during the period of present hostilities.

10. *WOC employees* are those employees appointed or otherwise engaged to perform services on a regular or intermittent basis, whose appointment does not provide for salary or wage payments. Do not include in column (A) any numbers shown in column (H).

**COLUMN I.**—Insert latest number or numbers shown in the latest letter of determination from the Director of the Bureau of the Budget.

**COLUMN J.**—Enter figures reported on lines 3, 4, 9, and 10, column (B), respectively.

**COLUMN K.**—Enter full-time employment reported on latest Civil Service Commission Form 3257, Revised, comparable with Column (J) and the cumulative total of man-months of part-time service used during the latest three periods reported on CSC Form 3257.

**JUSTIFICATION.**—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the estimate as compared with (1) the current ceiling and (2) the employment as of the date shown.



**CONFIDENTIAL****Office Memorandum • UNITED STATES GOVERNMENT**

DATE: 10 September 1945

TO : The Executive Officer  
FROM : Major Wm. G. Tharp *WST*  
SUBJECT: Status of OSS Budget

(1) Mr. E. R. Saunders, Acting Chief, Budget and Procedures Branch, advised me that the agency budget for the period of 1 July 1945 to 1 February 1946 had been established in the amount of \$10,500,000. This budget covers a calendar period of seven months.

(2) He stated that his office is responsible for maintaining the fiscal control records incident to this budget and that expenditures during the months of July and August have amounted to approximately \$2,500,000 per month, or a total of \$5,000,000. This leaves a balance for the remaining five months of the budgetary period of \$5,500,000. On a pro-rata basis it would make available slightly more than \$1,000,000 per month.

(3) It will be readily observed that if the current rate of expenditure in the amount of \$2,500,000 per month is continued that funds will be available only until approximately the middle of November 1945. Under these circumstances it is obvious that drastic curtailments will have to be made in personnel and other activities in the immediate future.

**CONFIDENTIAL**



SSU-109  
 SSU-014  
 xf-Budget

2. The total appropriation to the Office of Strategic Services by the National War Agencies Appropriation Act, 1946 (Public Law 156, 79th Congress) was \$20,000,000. The Bureau of the Budget recommended a rescission of \$2,000,000 following the report on 17 October 1945, the House Appropriations Committee recommended an additional rescission of \$2,000,000 from the 1946 appropriation for the Office of Strategic Services (see H. R. Report No. 1128). Of the \$6,000,000 remaining, \$4,485,824 had been obligated by ONS prior to 1 October 1945.

23 October 1945

Sincerely,

Honorable Andrew J. May  
 Chairman, House Military Affairs Committee  
 House Office Building  
 Washington, D. C.

JOSE W. WATKINS  
 Brigadier General, USA  
 Director

Dear Congressman May:

At the meeting held last Wednesday with Mr. Burton and Mr. Miller, representing your committee, they asked that I furnish the committee with the following statistics:

Enclosures:

1. By virtue of Executive Order 9621, dated 20 September 1945 (copy attached), OSS personnel were transferred to either the War or State Departments on 1 October 1945 as follows:

	<u>Civilian</u>	<u>Military</u>	<u>Total</u>
Mr. W. G. C. Mayall			
Col. Gable			
To War Department	1851	7177	9028
To State Department	841	521	1362

20,390

2. On 19 October 1945, the total strength of Interim Research and Intelligence Service (State Department) and Strategic Services Unit (War Department) was as follows:

	<u>U. S.</u>	<u>Overseas</u>	<u>Total</u>
SSU	3096	4544	7640
IRIS	984	124	1108

Of those for whom overseas stations are indicated, approximately one half are presently awaiting return transportation to the United States.

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3. The total appropriation to the Office of Strategic Services by the National War Agencies Appropriation Act, 1946 (Public Law 156, 79th Congress) was \$20,000,000. The Bureau of the Budget recommended a rescission of \$9,500,000 following V-J Day. On 17 October 1945, the House Appropriations Committee recommended an additional rescission of \$2,000,000 from the 1946 appropriation for the Office of Strategic Services (see H. R. 4407 and House Report No. 1125). Of the \$8,500,000 remaining, \$5,653,824 had been obligated by OSS prior to 1 October 1945.

Sincerely,

JOHN MACGRUDER  
Brigadier General, USA  
Director

Enclosures:

Executive Order 9621  
Letter of President to Dir. of Strategic Services  
Letter of President to Secretary of State

cc: Brig. General K. C. Royall  
Col. Gamble  
Mr. Ream

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BUDGET, OSS